The Argonne Materials Order System (AMOS) Authorization of Requisitioner for Decentralized Order Entry

of the Cost Center Manager New Request for Authorization Date Delete Existing Authorization ESPONSIBILITIES OF THE REQUISITIONER USING Decentralized Order Entry ou are responsible for adhering to all procedures and policies published and amended for this function by e OCF-Procurement Department. Because AMOS is a client/server application, your workstation now scomes an integral part of administrative computing. Therefore, you must guard against others gaining lauthorized access to AMOS through your workstation. You are responsible for exiting your AMOS ssion before you leave your workstation unattended or having a "screen saver" installed that will prevent other person from using your AMOS session while you are away from your desk. You must not share but AMOS password. After the AMOS client software is installed on your workstation, you are then sponsible for informing your network administrator that you are an administrative computing client fore new applications, new equipment, or new configuration parameters are installed on your computer. Our should designate as your backup someone who is an authorized AMOS decentralized order entry user. By infractions of the procedures or policies of OCF-PRO are grounds for revocation of these privileges. CCEPTANCE OF RESPONSIBILITIES BY THE REQUISITIONER understand my responsibilities and I agree to adhere to any and all procedures and regulations regarding to AMOS Decentralized Order Entry. My backup is	For payroll #	Name		
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DO NOT WRITE BELOW THIS LINE - FOR USE BY OCF-PRO MANAGER	DO NOT WRITE	BELOW THIS LIN	NE - FOR USE BY	OCF-PRO MANAGER
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gnature Date of the Procurement Manager	Signature			Date